



# CITY OF HOUSTON

## Job Posting

1	cd	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification		GRADUATE ENGINEER (Multiple Positions)
3	Posting Number		PN# 107175
4	Department		Department of Public Works & Engineering
5	Division		Engineering & Construction Division
6	Section		Engineering Branch
7	Reporting Location		611 Walker *
8	Workdays & Hours		M - F, 8 a.m. - 5 p.m.*
*Subject to change			

9     **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Provides engineering assistance in identifying, evaluating, managing and rehabilitating various systems and facilities. Performs and reviews engineering computations. Reviews, researches, analyzes and prepares various records, reports and other data. Conducts field studies and inspections. Prepares plans and specifications. Investigates general public inquiries and prepares responses. Develops and designs new layouts, drawings, etc. Maintains and monitors facilities and systems. Applies appropriate operating procedures to enhance functioning of facilities and systems. Coordinates the design, development, evaluation and implementation of multi-engineering disciplines to improve operations, procedures and systems. Duties include the preparation and evaluation of various drawings, reports, designs and test data for various Capital Improvement Projects (CIP) in the Engineering Branch (i.e., Water, Wastewater, Street & Bridge, Neighborhoods and Stormwater sections). Coordinates the planning and implementation of design and construction projects. Prepares correspondence such as letters, interoffice memoranda, reports, etc. Coordinates and plans improvements with various departments, outside agencies and civic associations.

10    **WORKING CONDITIONS**

Will require standing, walking, and include whatever means necessary to climb stairs and the ability to perform and negotiate field hazards.

11    **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires Bachelor’s degree in engineering that is approved by the State Board of Registration for Professional Engineers with a satisfactory standing.

OR

Requires graduation from an engineering or related science curriculum at a recognized institution of higher education, other than a curriculum approved by the Board and passage of the eight hour fundamentals of engineering examination prescribed by the Board.

OR

Possession of a valid Engineering-in-Training Certificate issued by the Board under the current requirements of the Texas Engineering Practice Act.

12    **MINIMUM EXPERIENCE REQUIREMENTS**

No experience required.

13    **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and meet the requirements of the City of Houston’s policy on driving. (A.P. 2-2)

14    **PREFERENCES**

Preferences will be given to applicants with knowledge of personal computer spreadsheets, word processing and GIS preferred.

15    **SELECTION/SKILLS TESTS REQUIRED**

However, the Department may administer a skill assessment evaluation.

16    **SAFETY IMPACT POSITION**

☒ Yes   ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17    **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 22  
\$1,615-\$1,925 Biweekly      \$41,990- \$50,050 Annually

18    **OPENING DATE**

October 19, 2005

19    **CLOSING DATE**

Open Until Filled

20    **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9471.

An equal opportunity employer